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Manuals

MANUAL

of the

Board of Foreign Missions of the Reformed Church in the United States

HEADQUARTERS
Schaff Building
1505 Race Street, Philadelphia, Pa.

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Board of Foreign Missions of the Reformed Church in the United States

ADOPTED

At the meeting held January 13, 1930

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INTRODUCTION

THIS Manual is for the guidance of the Board of Foreign Missions of the Reformed Church in the United States, of the missionaries, and of the Cabinet of the Woman's Missionary Society of General Synod. Its purpose is to define the functions of the Board, the relation of the missionaries to the Board and to the Mission of which they are members; to state the rules, policies, and methods for wise and efficient conduct of the work; and to promote harmonious co-operation for Christ and His Kingdom.

THE AIM OF FOREIGN MISSIONS

The aim of Foreign Missions is to promote through missionaries the Gospel of our Lord Jesus Christ in the non-Christian world. The supreme motive is to make disciples of Jesus Christ and to gather them into the Christian Church, that they in turn may evangelize their own people and bring to bear on all human life the spirit and principles of our Lord and Saviour.

THE BOARD

The Board is the servant of the Church, elected and controlled by the General Synod. Its special function is to administer the work of Foreign Missions, and to report its proceedings to the General Synod for its review and approval. According to its charter, the Board is the legal custodian of all the funds devoted to Foreign Missions, and is accountable for disbursing them. The missionaries under the direction and control of the Board are the representatives of the Church on the field. Missionaries who are ordained ministers are subject, in all matters pertaining to their ecclesiastical standing, to the Classes to which they belong; as missionaries they are amenable to the Board.

THE MISSION

The Mission is the agency of the Board for the organization and administration of the work on the field. It receives its authority and instructions from the Board. It shall regularly report all important actions to the Board for review and

approval. The Mission is not a permanent institution. Its primary purpose is to aid in establishing an indigenous Church which shall be self-supporting, self-governing and self-propagating, and will continue the work of evangelization and Christianization in the way best suited to its own national genius.

I. THE BOARD AND THE EXECUTIVE COMMITTEE

Membership

The Board shall consist of fifteen members, eight of whom shall be ministers and seven of whom shall be elders.

Organization

The Board shall meet for organization as soon as practicable after the regular sessions of the General Synod and shall elect by ballot the following officers: President, Vice-President, Secretary, and Treasurer, who shall serve until the election following the next regular meeting of the General Synod. The Board may appoint such other officers from time to time as the needs of the work may require, at the same time defining their duties. All the elective officers shall be members of the Board. Seven members shall constitute a quorum.

Executive Committee

The Executive Committee shall consist of the officers of the Board and three additional members who shall be chosen by the Board at its first regular meeting after the sessions of the General Synod and who shall serve until the election following the next regular meeting of the General Synod. It shall have oversight of all the work, but it shall not create any salaried office, nor shall it increase the salary of any existing officer. Whenever it is impracticable to convene the entire Board, the Executive Committee shall have authority for the transaction of urgent business. It shall report to the Board at each meeting: (1) All action that has been taken by the Committee; (2) All matters that require action by the Board.

Officers

The President and the Secretary of the Board shall be the President and the Secretary of the Executive Committee. Four members shall constitute a quorum.

The Board, by virtue of the authority conferred upon it by the General Synod, shall direct and superintend the foreign missionary work in all its departments but it shall exercise no ecclesiastical functions. It shall determine the salaries of the Secretaries, Treasurer, Field Workers, stenographers, accountant, and helpers in the office.

Duties of Officers

The SECRETARY shall keep an accurate record of all the proceedings of the Board, notify all the members of the time and place of all regular and special meetings, conduct correspondence with the Missions, keep the Board and the Church in touch with the work. He shall keep the files of all letters and papers, arrange and bring up all such business as requires the attention of the Board and the Executive Committee, audit the accounts of the missionaries, sign all vouchers to the Treasurer, keep a record of all the property of the Board, and affix the seal to such documents as the Board or the Executive Committee directs.

He shall receive, and receipt for, all moneys paid to the Board, unless the Board appoints some other officer for this special work. He shall prepare the report of the Board to the General Synod and present it at the proper time; he shall visit, as circumstances may permit, the Synods, Classes and congregations in the interest of the cause and also the institutions of learning with a view of enlisting young men and women for the foreign field; he shall take the oversight of such regular publications as may be issued in connection with the work of the Board, and shall perform such other duties as the Board or the Executive Committee may from time to time assign to him. At the expiration of his term of office he shall

deliver to his successor all the archives, records, books and papers, then in his hands and belonging to the Board.

The Secretary, or the officer authorized to receive the moneys of the Board, shall give a bond to the amount of $5000 or such larger amount as the Board may determine, the expense thereof to be borne by the Board.

The TREASURER shall receive from the Secretary, or other financial officer, all moneys paid to the Board and shall deposit the same in the name and to the credit of the Board in such bank or trust company as the Board designates; he shall sign all checks for the disbursement of the money of the Board and shall render a true report of the funds, exhibit his check-book, bank-book, vouchers, and securities, at any meeting of the Board or the Executive Committee, when the same shall be required.

He shall at all times be authorized to receive for the Board any and all legacies already or hereafter given by will of any person or persons to the Board for the sole use and benefit of the Board, whenever payment of the same respectively can be produced; and in all such cases he shall give receipts or releases for the same under his hand as Treasurer with the corporate seal of the Board affixed thereto and attested by the Secretary.

Under the supervision of the Finance Committee, he shall have the custody of all notes, bonds, deeds and other evidences of property, and under their direction shall invest the permanent funds of the Board.

He shall, by and with the advice and written consent of the Finance Committee, be authorized at any time hereafter to procure from any person or persons, corporation or corporations as he and the Finance Committee may deem best, by the promissory note of the Board or for other obligation or obligations, loans of money to said Board with or without interest, at such rates and payable on demand or at such times and in such amounts as he and the committee may approve. In such cases he shall deposit or transfer such

bonds or securities as belong to the Board as collateral to the said loans, as he and the committee may deem best, and affix his signature thereto as Treasurer of the Board and the corporate seal of the Board attested by the Secretary when so required. But all notes or other obligations, which the Board or the Finance Committee authorizes to be given for any purpose, shall be countersigned by the President or Vice-President and the Secretary.

He shall make a complete statement of all receipts and disbursements, of all investments and of the value of all properties of the Missions, to the Board at the annual meeting and to the General Synod. At the close of his term of service he shall prepare an itemized statement of all moneys received and disbursed by him, which shall be audited and approved by the Finance Committee.

He shall give a bond to the amount of $5000 or such larger amount as the Board may fix, the expense thereof to be borne by the Board.

Finance Committee

The Finance Committee shall consist of three members, at least two of whom shall be elders. The members of the Committee shall be counselors and advisers of the Treasurer in all questions of investments, legacies, negotiations of drafts, and procuring of loans; and without their approval he shall not act in these matters. They shall provide for the auditing of the books of the Secretary and of the Treasurer, keep watch over the financial interests of the Board, and report to the Board or the Executive Committee such matters as may require action. They shall examine all estimates for the annual and special appropriations of moneys to Missions and missionaries, report their judgment regarding the same, and perform such other duties as are assigned them in the section on duties of the Treasurer.

Woman's Missionary Society of General Synod

The women of the Reformed Church are doing a large and distinctive work in co-operation with the Board in foreign countries through the Woman's Missionary Society of General Synod. In order that this Society may more fully share the responsibilities, and aid in the advancement, of the work of Christian Missions, it shall appoint two official representatives to attend and participate in the meetings of the Board and the Executive Committee.

The Woman's Missionary Society may also appoint one of its officers as an ex-officio member of the Finance Committee of the Board. This member should attend all meetings of the Finance Committee and share its responsibilities.

II. MISSIONARY CANDIDATES

Candidates for foreign missionary service should be reasonably certain of a call from the Lord. They should regard an appointment by the Board as a life-service, unless Providence ordains otherwise.

Qualifications of Missionaries

The qualifications for missionary service are in many respects the same as those which are required of an efficient worker for Christ in the home field.

The chief task of the missionary is to preach the Gospel of Jesus Christ, to bring up children in the nurture and admonition of the Lord, and to assist in training men and women for Christian leadership.

Spiritual

Candidates should be of high Christian character and culture, hold the essentials of the Faith, and give themselves wholly to Jesus Christ and His cause.

Educational

Candidates should have a full college course or its equivalent. A minister should have a regular theological course, a physician a duly recognized medical course, and women, seeking appointment for evangelistic service, at least one year in a training school for Christian workers and some experience in personal evangelistic work. Nurses should be graduates of approved nurses' training schools and should have some further experience in their profession. They should have a State License carrying the degree of R. N.

Physical

Sound health of body and mind is essential, owing to the climatic conditions of the missionary countries. Applicants should be free from hereditary diseases, physical or mental.

To be a faithful co-worker, a missionary ought to have a cheerful and hopeful spirit and a sympathetic attitude toward fellow-workers; ability to co-operate harmoniously and faithfully with them; steadfastness in carrying out the plans of the Mission and readiness to yield to the will of the majority.

Application of Candidates

That the Board may have full information regarding the qualifications of an applicant, it is necessary to fill out the Application blank, which can be obtained from the Secretary of the Board. A brief statement should be given of his religious life and of his motives for missionary service.

Medical blanks are furnished for the physical examination by a physician approved by the Board.

References are also required; among these should be the pastor, the family physician, one or more professors, and one or two personal acquaintances.

Candidates for the mission field should be twenty-three years of age, and not more than thirty, save in exceptional cases. Only in special cases should a missionary having a family with children be appointed.

Relation of Missionaries to the Mission

New missionaries are to be sent to a Language School by the Mission to study the vernacular at least one year before entering upon their regular duties.

New missionaries shall not have the right to vote during their first year on the field.

Wives of Missionaries

The wives of missionaries are regular members of the Mission and are entitled to vote. It is expected that they devote as much of their time and strength to the study of the language and to service among the people, as is consistent with their obligations to their homes. The wife of an applicant for missionary appointment, or one expecting to be the wife of a missionary, shall fill out the application blank furnished by the Board and pass the medical examination.

All missionary work undertaken by the wives of missionaries is subject to the rules and regulations as set forth in this Manual or the Constitution and By-Laws of the Mission.

Vital Statistics

The following data should be promptly reported by the Secretary of the Mission to the Secretary of the Board:

Date of the missionary's arrival on the field, when first going out, and after each absence on furlough.

Date of removal from one station to another.

Date of leaving Mission.

Date of arrival in the United States.

Date of birth of children, with full names.

Date of death of missionaries and missionary children.

Date of marriages of missionaries.

Names in full and addresses of nearest relatives who are to be notified in case of great emergencies.

Outfit Allowance

An allowance for the purchase of outfit is made to newly appointed missionaries as follows:

Married	$600
Single	$300

This money is to be used for the purchase of furniture and other necessary equipment.

It is strongly urged that at least half of this amount should be reserved for purchases on the field.

A list of needed articles, together with helpful directions, has been prepared by each Mission and may be obtained from the Secretary of the Board. One-half of the outfit allowance is given the missionary upon entering the third and fifth terms of service.

Travel to the Field

The missionary under appointment shall make all arrangements for travel to the field through the Secretary of the Board. All traveling expenses are paid from the home of the missionary to his station on the field by the most direct route of travel. An account of the travel expenses shall be kept and reported promptly to the Treasurer of the Mission, and any unused balance from travel allowance shall be paid to the Treasurer of the Mission and credit given to the Board.

Life Insurance

Missionaries are advised to carry life insurance.

Membership in Sustentation Fund

Every missionary shall be enrolled in the Sustentation Fund of the Board of Ministerial Relief. The annual dues are paid by the Board of Foreign Missions.

Baggage and Freight

Railroads allow a maximum of 350 lbs. of baggage which the missionary having a transcontinental ticket and steamer order is entitled to carry free from his home to his destination on the field and vice versa.

The Board pays the expense of packing as well as the freight and duty on personal and household goods for missionaries within reasonable limits.

Passports

Each missionary shall secure a passport at least one month before sailing to his field of labor. Since the customs and regulations of the nations constantly change in reference to passports, the missionary shall apply to the Secretary of the Board for all necessary information. The expense connected with the securing of the passport should be charged to the travel account.

Correspondence

It is desirable that individual missionaries and the Secretary of the Board should correspond fully, frankly and frequently, for mutual helpfulness in the prosecution of their work.

It is also of vital importance that both men and women should supply fresh information, with pictures, from time to time so that the Church at large, and the supporters of particular objects, may be kept in touch with the needs and progress of the work. This information should include incidents of human interest, accounts of the work and its spiritual character and results.

III. MISSIONARIES IN SERVICE

Salaries

(a) The missionary who has accepted appointment by the Board is expected to enter upon service for life. In exceptional cases the Board may employ short-term workers. In order that the missionary may be relieved of temporal cares as far as possible the Board provides a salary believed to be sufficient, with economy, to secure a comfortable living. In addition to the salary, a residence is provided for each missionary. An allowance is made for each child up to 21 years of age. If, after the eighteenth year, a child becomes self-supporting, marries, or leaves school for any other reason than poor health, this allowance is discontinued. The salaries may be altered from time to time when deemed necessary by action of the Board with the advice of the Mission.

(b) The salary of a missionary shall begin when he arrives on the field and shall cease when he terminates his relation with the Board. The furlough salary shall begin when he leaves for home and shall cease when he arrives on the field. All salaries shall be paid at the beginning of each month. Changes of salaries shall be dated on the first and fifteenth of the month.

(c) When a married missionary, man or woman, dies, the salary shall be continued for three months, after which the survivor shall be paid the amount determined by the Board. If circumstances require a return to the home country, the Board shall pay the traveling expenses.

(d) The salaries of short-term workers shall not exceed the salaries of missionaries on the field.

(e) Each Mission, with the advice and approval of the Board, shall determine whether or not the salaries of its missionaries shall be graded.

Children's Allowances

(a) In addition to the salaries of missionaries an allowance shall be made for each one of their children. When a missionary resigns or is recalled, the allowance for children shall cease at the expiration of his contract with the Board. The allowance for the children of a missionary, who dies while in service, is subject to the same regulations as that of the children of missionaries continuing in service.

(b) The rate of allowance is as follows:

First seven years.....$150.00 per annum
Second seven years.....$200.00 per annum
Third seven years.....$350.00 per annum

(c) The Board shall defray the traveling expenses of the children of missionaries to and from the field, not to exceed five single trips.

(d) Children who remain in America for their education shall be cared for by their parents. The Board, however, shall render every assistance possible for the welfare of the children.

Medical and Dental Allowances

The Board shall pay for all necessary medical care of the missionaries and their families, given in consultation with, and upon the approval of, our medical officers on the field. Where the Mission does not have a Medical Staff, a Medical Allowance of $50.00 per annum is granted each missionary. Dental and oculist bills may also be presented to the Treasurer of the Mission for payment. Every missionary shall take an annual medical examination and the report shall be sent to the Secretary of the Board.

Missionary Residences

All taxes, repairs, and alterations of the missionary's resi-

dence, sanctioned by the Mission and approved by the Board, shall be paid out of the regular Budget of the Mission. Whenever a home is not available for the missionary, the Mission shall include a proper allowance in the Budget for the rental of a place of residence.

Term of Service

The term of service for missionaries shall be at least five years, with a furlough of not more than one year.

Furloughs

(a) Since the missionary enters upon a service for life, care should be taken for his physical, mental, and spiritual welfare, in order that he may improve himself and continue his service in the most efficient manner. Ordinarily the furlough of a missionary is granted after a term of five years. Before his return to the homeland the missionary shall inform the Secretary of the Board of his residence while on furlough. The Board shall defray the regular traveling expenses over the most direct route from the Station where the missionary labors to his home. Regular furloughs shall be taken under the direction of the Mission with the approval of the Board. When the missionary leaves the Mission field for his furlough or when other contingencies arise, he shall make all his arrangements for travel through the Treasurer of the Mission. Absence of a missionary from the mission field shall be under the advice and sanction of the Mission and approval of the Board. The length of a furlough ordinarily shall be one year at home.

(b) In order that the work on the mission field may not suffer serious interruption, the Mission should regulate the furloughs of the missionaries so as to conserve the continuity of the work.

Study During Furlough

With the advice of the Mission and the approval of the Board, missionaries may spend a part of their furloughs in study. In order to cover additional expenses of books and tuition, the Board may make a grant of $200. The missionary may apply for this extra grant to the Secretary of the Board who shall report the application to the Finance Committee of the Board.

All missionaries, desiring to pursue special studies while on furlough, shall present their request to the Mission, giving full particulars of the nature of their studies, and they shall obtain the approval of the Mission, with the understanding, however, that they will return to their field upon the completion of their furlough.

The Place of Study

The time, or place, or Institution where the missionary is to study, shall be under the direction of the Secretary, with the advice of the special committee of the Board.

Service While on Furlough

The missionary shall seek to spend his furlough primarily to recuperate his health and to prepare himself physically, intellectually, and spiritually for more efficient service in his field of labor. It is, however, very desirable for the promotion of the work at home and abroad that the missionary avail himself of every opportunity that is consistent with due care of health and with preparation for an early return to the field, to arouse missionary zeal and interest in the Church at home. He shall work in harmony with the plans of the Board and under its direction.

In his presentation of the cause of Missions, he shall keep constantly in mind the objects contained in the Budget. He shall not present in his addresses objects not listed in the

Budget and requiring special gifts for their support, unless he has the approval of the Mission and the Board.

When the missionary, by request of the Board, speaks before missionary conferences, meetings of missionary societies, etc., the traveling expenses shall be met by the Board unless otherwise provided for. When the missionary is invited to speak before congregations or local organizations, his expenses should be met by the organizations that invite him.

Rent While on Furlough

When a missionary requires a residence while on furlough, the Board shall defray the expense of the rental, if necessary, to the amount of forty dollars per month, and one-half the amount exceeding forty dollars up to fifty dollars per month, which shall be the limit of the Board's participation in the provision of rent.

IV. RETIREMENT OF MISSIONARIES

(a) Missionaries who have reached the age of 70 years shall retire from active service. With the concurrence of the Mission and the Board, a missionary may remain in active service on the field if he so desires until he attains the age of 75 years. When a retired missionary desires to live in America, the Board shall defray the traveling expenses and provide an annual allowance thereafter; the amount is not to exceed $1800 for man and wife and $1000 for a single missionary, widow, or widower.

(b) In determining the amount of the annual allowance for retired missionaries, the Board shall take into account the amount they shall receive from the Sustentation Fund or Ministerial Relief. All questions relating to the missionary's future status shall be decided at the Mission meeting next preceding the date of retirement. If the missionary retires on the field, a missionary home may be occupied for the first year free of rental, but thereafter it must be vacated unless it will not be needed by the Mission.

(c) The missionary, who retires on the field, shall be relieved of administrative responsibility. He may be an advisory member at the business sessions of the Mission but he shall not have a vote.

Resignation of Missionaries

When a missionary resigns and ceases his work with the consent of the Board, his traveling expenses shall be paid from the field to his home. Upon his arrival at home, the Board ordinarily shall not assume further financial obligations. The Board may make a temporary grant for him if deemed necessary, the amount, however, not to exceed the allowance for six months' furlough.

Recall of Missionaries

(a) The Board, with the advice of the Mission, may recall a missionary from the field or revoke his appointment. Before the final action is taken the missionary shall be given an opportunity to appeal from the action of the Mission.

(b) When it appears to the Mission on the field that a missionary's usefulness has been seriously impaired, it is the duty of the Mission or its Executive Committee, after making thorough investigation, to report the matter to the Board with recommendations.

V. THE MISSION

The Mission is composed of all missionaries appointed by the Board and laboring in a specified geographical area.

Officers

Each Mission shall elect at its annual meeting a President, Vice-President, Secretary, Treasurer, Finance Committee, and Auditors, and shall appoint such permanent and temporary committees or Boards as it may deem necessary for the orderly and efficient conduct and administration of its work.

Regulations

The Mission represents the Board in the territory it occupies and is therefore responsible for the orderly and effective conduct of the work. It shall provide for itself a Constitution and By-Laws for the regulation of its operations in accord with the Manual of the Board and subject to its approval. It shall file a copy of the Constitution and By-Laws with the Secretary of the Board.

Meetings

If possible, the Mission shall meet annually between March and September. Each Station and department of the work shall be represented at the annual meeting, so that the Mission may function efficiently as a whole. The travel expenses of the missionaries to the Mission meetings shall be paid and placed as an item in the budget.

Expenditures

At the annual meeting of the Mission, all the institutions,

stations and departments shall present, for adoption, to the Finance Committee, a carefully itemized report of all expenditures during the year.

Budgets

At the annual meeting each institution, station and department shall present an itemized budget showing its needs for the ensuing year. This budget shall be reviewed by the Finance Committee, adopted by the Mission, and forwarded to the Board. The institutions, departments, and stations shall not exceed the appropriations made, for their respective needs, in the Budget. All estimates of expenses shall be made in the currency of the United States.

The Functions of the Mission

The Mission shall supervise all the work within its bounds. It shall decide general policies and methods of conducting the work and shall pass upon all expenditures. It shall assign to particular stations and work the missionaries under appointment, and shall transfer any missionary when the interests of the work demand such change, subject to the approval of the Board.

Every missionary is subject to the action of the Mission as approved by the Board.

The Mission shall not change the policy of conducting any department of the work or of any institution, nor shall it close a station, without giving previous notice to the Board and receiving its approval.

Special meetings of the Mission shall be held as provided in its Constitution and By-Laws. All important actions taken at such meetings shall be sent to the Board for its approval.

The Secretary of the Mission shall keep a record of the meetings of the Mission; send to the Secretary of the Board all actions requiring the Board's approval with an explana-

tory letter; acquaint the members with the contents of important letters from the Board and with other matters affecting the work of the Mission; send all official cablegrams and telegrams; keep on file all documents and papers relating to his office; send to missionaries on furlough copies of the minutes of the Mission meetings held during their absence from the field; and perform all other duties devolving upon him. The Secretary of the Mission shall continue in office as long as practicable.

The TREASURER shall receive and disburse all funds of the Mission in accordance with the instructions of the Board, the Mission or the Finance Committee of the Mission, and shall forward to the Secretary of the Board monthly and annual financial statements. The Treasurer of the Mission shall continue in office as long as practicable.

The FINANCE COMMITTEE shall act in all financial matters; have power to transfer money from one item of the budget to another, except the salary, medical, vacation, and children's allowances, and the appropriations controlled by Boards and Committees; have charge of the Mission's insurance business, the general repair fund, the incidental fund, and the fund for tracts and other Christian literature; and shall have general direction of the helpers in the business office. Before the annual budget is adopted, all items of the stations and departments pertaining to it shall be referred to the Finance Committee for proper correlation.

The AUDITING COMMITTEE shall audit the books and accounts of the Treasurer of the Mission and such other financial reports as may be referred to it, and report to the Mission.

Any member of the Mission leaving the field on furlough or withdrawing from the work, shall resign all offices that he or she may hold at the time, and in case of holding any position of trust, such as Treasurer, shall have the accounts audited before leaving.

Associate Members

A person sent by the Board to serve the Mission as a short-term worker may be elected as an associate member. He may also be appointed to serve on a committee of the Mission, may attend meetings and, with its consent, speak on any subject connected with the work, but he shall not have a vote.

Survey

At least once in five years each Mission shall appoint a committee to make a thorough survey of its work in all departments, to assure itself and the Board that the resources of the Mission are being used to the best advantage, and that the institutions, agencies, and activities for developing the native leadership may be strengthened. A sufficient sum of money shall be included in the budget for this purpose.

Executive or Reference Committee

If the needs of the work demand it, the Mission shall appoint an Executive or Reference Committee, consisting of three or five of their number, including the officers of the Mission. The Executive Committee shall consist of such members as are capable of doing the work effectively and shall have authority to co-ordinate, supervise, and promote the policy and program of the Mission and the activities of missionaries individually and collectively. This Committee may transact such business as may require action between meetings of the Mission. It should give prompt publicity to its actions with such provision as the Mission may deem necessary for reconsideration after protest. If found necessary, all its actions must be submitted to the Mission at its next meeting for examination and revision. Through this Committee any communication may come in an orderly way before the Board of Foreign Missions.

Comity

It is a principle of the Board that its Missions and missionaries shall maintain friendly relations with members of other Missions and agencies, and that they shall associate themselves as closely as possible with those of like faith and order laboring in the same field.

Relation to Governments

The Mission and the missionaries shall abstain from all interference with the political affairs and institutions of the people among whom they labor, and from the prosecution or defense of law-suits. While their good offices may be used to promote a peaceful settlement of local or personal difficulties, extreme caution should be exercised in invoking the intervention of consular or diplomatic agents of their own or of other governments.

Business Dealings with Outsiders

The Board or its Executive Committee will not be responsible for financial obligations assumed by a missionary in borrowing money from natives or foreigners on the mission field, either for missionary work or for his own use, unless such loan has been authorized by the Mission and later approved by the Board. Every missionary shall keep himself as free, as the necessities growing directly out of the missionary work will allow, from business relations and complications with the people in the country where he is located.

Appeals

In case a missionary feels that an action has been taken that will be of serious injury to the work or that he himself has been aggrieved, he shall have the right to appeal to the

Board under the conditions of the Constitution and By-Laws of the Mission. The Board, while reserving the right to revise, approve, or annul the decision of the Mission, earnestly desires and hopes that questions, relating to the general conduct of the Mission or the work of an individual missionary, will be satisfactorily settled on the field.

Transfer of Funds

The Mission has authority during the year to transfer funds of such items as are within its control. If the Mission deem it necessary in the interest of the work, it may reduce one item and augment another. The Board is under no obligation for any increase of the budget within the year, except in case of an extreme emergency. Balances and deficits that accrue from the appropriations during the year shall be carried over into the next year's account.

Request for Funds

Neither a member of the Mission, whether regular or associate, nor two or more members together, neither a special or a standing committee of the Mission, nor an institution or organization closely connected with the work and receiving financial support from the Board, shall make a request for funds from the Board for any purpose without first having secured the formal approval of the Mission at a regular or special meeting, or of the Reference Committee or the Executive Committee.

Special Gifts

Contributions sent through the Board for the work of a particular missionary are to be applied to his or her department of the work in the budget; personal gifts are to be given to the missionary as specified by the donor.

Property

(a) All Mission property is held in trust for the Board of Foreign Missions of the Reformed Church in the United States. A property is not to be bought or sold, nor is any building to be erected upon it, nor any property to be mortgaged or assigned for any debt, nor are extensive alterations to be made, without the sanction of the Mission and the Board.

(b) Money for the purchase of land and the erection and repair of buildings shall be included in the general estimate for the current year.

(c) Title deeds shall be secured for the property and be recorded according to the law of the country in which the Mission is located. Copies of diagrams and copies or translations of title deeds shall be forwarded to the office of the Board.

(d) The original of all deeds shall be in the custody of the Mission Treasurer, who shall provide for their safe keeping and shall assure himself that all Mission property has been duly secured.

(e) The report of all Mission property shall be made annually by the Mission and transmitted through the Mission Treasurer to the office of the Board.

(f) Missionaries shall be personally responsible for any property obligations assumed without the sanction of the Mission.

VI. AGREEMENT

Made this.....day of....., in the year of our Lord one thousand nine hundred and ....., between the BOARD OF FOREIGN MISSIONS OF THE REFORMED CHURCH IN THE UNITED STATES, of the first part, and..... ....., of....., of the second part.

WITNESSETH: That for the consideration hereinafter named, the said party of the second part agrees to enter upon the work of Foreign Missions in behalf and in the service of said Board on.....arrival in..... as an associate of the said Board's missionaries now in the field, and to remain in the active service of the Mission until providentially hindered or recalled by the Board.

AND (he or she) further agrees that (he or she) will at all times obey the Board, and labor for it at such places and at such kinds of work as the Board or its Executive Committee and the Mission may from time to time direct. It is expressly understood that if the said..... shall refuse to fulfill the provisions of this Agreement, (his or her) connection with the said Board shall cease, and that the said Board shall not be liable for (his or her) salary or other compensation after the date of (his or her) refusal to perform the duties required by this contract.

In the event of (his or her) withdrawal from the service of the Board, it is understood that the party of the second part will agree to return to the BOARD OF FOREIGN MISSIONS the amount of (his or her) travel and outfit expenses, the Board allowing a reduction of twenty-five per cent (25%) for each year after the first year of service.

In consideration whereof, the said party of the first part agrees to pay in United States currency, or gold, a yearly

salary of.....in monthly installments, together with physician's bills not exceeding .....per annum, and traveling expenses incurred in Mission Work, and house rent, if such is necessary. Also an allowance of.....to cover expenses of outfit, and an additional amount for freight on goods, and necessary travel expenses, of which any surplus remaining shall be paid to the Treasurer of the Mission and credit be given to the Board.

In witness whereof we do subscribe our names and the seal of the said Board of the day and the date above written.

FIRST PART FOR THE BOARD	SECOND PART
.....	.....
President	*Missionary*
.....	.....
Secretary	*Witness*

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